

# PANDEMIC LEAVE POLICY

## Policy Statement

This safety policy for employees is applicable when the County Board Chair or his designee declares a pandemic emergency for the county in one or more of its locations. Provisions of this policy may be implemented on a partial-county basis or county-wide basis.

## Reason for Policy

1. During a pandemic, the County could experience increased absences due to illness, caring for ill family members, quarantines, and location closings.
2. Shawano County has developed plans for a potential pandemic crisis, including the development of this County Personnel Policy for Staff and Temporary employees. This policy is designed for various scenarios that are likely to involve combinations of the following elements:
  - a. High rates of absenteeism affecting the ability of County departments to function.
  - b. The cancellation of either all or a significant number of offices on a location.
  - c. The closing of a location for a period of time.

## Procedures

1. When a Location/Department Remains Open During a Pandemic Emergency
  - a. When a location remains open during a pandemic emergency, employees will continue to cover absences in accordance with the existing policies for the use of PTO, with the following exception.
    - i. The advance approval requirements for the use of PTO are waived for the period covered under the declared pandemic emergency.
  - b. Employees are expected to notify their supervisor prior to any absence in accordance with County personnel policy and departmental procedures.
  - c. Attendance program provisions or disciplinary actions due to absences without pay are waived for the period covered under the declared pandemic emergency.
2. When Part of a Location Is Closed or Some or All Offices Are Closed.
  - a. When specific locations are closed or some or all offices are closed but part of the location remains open during a pandemic emergency, employees in offices that are affected by the closing will be assigned an alternative work assignment or location to the extent the County determines feasible.
  - b. If no alternative work assignment or location is available, regular full time and part time employees will receive paid Administrative Leave. Paid Time Off does not accrue on Administrative Leave.
  - c. The Military Leave Policy, and the Family and Medical Leave Act (FMLA) Policy will continue to apply to leaves covered by these policies.

- i. This applies whether an employee is on a leave when the pandemic emergency is declared or if a leave begins after the pandemic emergency is declared.
    - ii. If an employee's location or office is closed due to the pandemic emergency when the employee's leave ends, the provisions of paragraphs 2.a. and 2.b. apply.
  - d. The provisions in the above section, "when a location remains open during high rates of absenteeism," apply to those parts of the location that remain open.
3. When the entire county is closed
- a. When the county is closed due to a declared pandemic emergency, all regular full time and part time employees who would otherwise be working if not for the closing will be paid and will not be required to use accumulated PTO for the duration of the initial emergency closing up to 15 calendar days. Following the initial emergency closing, the County Board Chair or designee will evaluate the situation and make a determination if this provision is to be continued and if so, for how long.
  - b. The Military Leave Policy, and the Family and Medical Leave Act (FMLA) Rights Policy will continue to apply to leaves covered by these policies.
    - i. This applies whether the employee is on the leave when the pandemic emergency is declared or if the leave begins after the pandemic emergency is declared.
    - ii. If the location is closed due to the pandemic emergency when the employee's leave ends, the provisions of paragraphs 3.a. apply.
4. Telecommuting Guidelines
- a. Department Heads or designee are responsible for determining which staff are approved to work from home and inform Human Resource and Technology Services to ensure network access.
5. Impact of a Declared Pandemic Emergency on the FMLA Policy
- a. Time during which a unit or location is closed due to a declared pandemic emergency does not count against the 12 week annual limit of FMLA leave.
6. Exclusion from Employment
- a. Shawano County will take appropriate action to prevent, suppress, and control flu and other communicable diseases with or without the declaration of a pandemic emergency. In order to maintain a safe work environment, Shawano County may exclude certain employees from employment if they are experiencing symptoms consistent with pandemic illness.